

**NOTE: Before completing this form, applicant must make reservation by phone. Call 757-259-3778 for availability.**



## Facilities Request Williamsburg Parks and Recreation

*In order to guarantee the proposed activity date, **payment must be submitted** within fourteen (14) days of making reservation.*

**Facility Requested:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Title of Event:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **Stop Time:** \_\_\_\_\_

**Description of Proposed Activity:** \_\_\_\_\_

**Name of Sponsoring Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Approximate Number of Participants:** \_\_\_\_\_

**Applicant must describe any and all amusement/play or other equipment to be used for event, staging, tents, etc.**

\_\_\_\_\_  
\_\_\_\_\_

***Applicant is responsible for cleanup using the receptacles provided at the site. An additional fee may be assessed or future park use denied if further cleanup is required by park staff.***

*I have read and understand the regulations outlined on page two (2) and agree to abide by the same. Failure to disclose all information regarding events or violation of Waller Mill Park regulations will result in denial of future use of the park. I have printed out a copy of said rules and regulations for my reference. I understand that all rules and regulations will be strictly enforced.*

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Please complete this form and return, with payment to Waller Mill Park or mail to: 202 Quarterpath Road, Williamsburg, VA 23185**

### OFFICE USE ONLY:

**User Fee:** \_\_\_\_\_ **Received by:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Submission of this Request Form and payment of fee does not guarantee usage until final approval by Director of Parks and Recreation or his designee.**

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Revised 1-23-02*



# Williamsburg Parks and Recreation

## RULES AND REGULATIONS

*The Facilities Request Form that you submitted for your activity will be reviewed for approval. Below is a copy of the Rules and Regulations that you agreed to abide by while at the Park. These are being provided for your reference.*

**Our staff will strictly enforce these Rules and Regulations.**

*Applicants must comply with the following:*

1. Reservation Fees are non-refundable unless cancellation is received in writing at least ten (10) days prior to the date of the event. All refunds are subject to a \$5.00 processing fee.
2. If cancellation of an event is made at least ten (10) days prior to event date, the event can be rescheduled within a sixty (60) day period at no additional cost.
3. Vendors, or vending of any type, are not allowed in the park.
4. The use of stereos, "Boom Boxes," amplifiers, lights, generators or other special equipment shall not be used without the written approval of the Director of Parks and Recreation or his Designee.
5. All trash should be cleaned from the area and disposed of in trashcans provided at the site.
- 6. ALCOHOLIC BEVERAGES ARE NOT PERMITTED ON PARK PREMISES.**
7. Loud noises and disturbances of any kind will *not* be tolerated.
8. The use of confetti, glitter, rice, and piñatas are not allowed on park premises.
9. Applicant is responsible for damage to buildings, fixtures, or grounds during the period of use granted under this permit, and Applicant agrees to reimburse the City of Williamsburg for any and all damage.
10. For certain events, Applicant may be asked to provide a **Certificate of Insurance** for General Liability coverage for the event, with the City of Williamsburg named as additional insured as prescribed by the City Manager. Large events on City property may require a Special Events Permit from the Office of the City Manager.

**For any questions, please call Waller Mill Park at 259-3778.**